

Form IPEDS-L  
0-100

U.S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS  
ACTING AS COLLECTING AGENT FOR THE  
U.S. DEPARTMENT OF EDUCATION  
NATIONAL CENTER FOR EDUCATION STATISTICS

**NOTE** - The completion of this survey in a timely and accurate manner is **MANDATORY** for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 3094(a)(7).

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**

**ACADEMIC LIBRARIES SURVEY  
1997**

*Please read the accompanying instructions before completing this survey form. Report data ONLY for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they CANNOT be reported separately, please provide a list of these schools.*

*Please correct any errors in the name, address, and ZIP Code.*

*If there are any questions about this form, contact Bureau of the Census IPEDS representative at (800) 451-6236 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.*

**RETURN TO**

Joseph J. Szutz  
Assistant Vice Chancellor for Planning  
Board of Regents of the University System of Georgia  
270 Washington St., S.W.  
Atlanta, GA 30334

**Date due: November 14, 1997**

<b>1. Name of respondent</b> Harriett E. Mayo	<b>2. Title of respondent</b> Library Director	<b>3. Telephone</b> Area code, number, extension 706-272-4527
<b>4. E-Mail address</b> hmayo@carpet.dalton.peachnet.edu		<b>FAX number</b> 706-272-4511

**Does your institution have its own library, report with another institution or are you financially supporting a shared library with another institution?**

- 1** Has own library as defined in Part A of the instructions. — *Please complete this survey.*
- 2** Has own library but reports with another library — *Go to Combined Data sheet, page 3.*
- 3** Does not have own library but contributes financial support to a shared library with the following postsecondary institution(s). A shared library is a facility housing an organized collection of printed, microform, and audiovisual materials, and (a) is jointly administered by more than one educational institution, or (b) whose funds or operating expenditures have been received from more than one educational institution. The location of the facility is not a determining factor. — *Please complete the item below and return blank survey form to the address shown above.*

UNITID	Name of institution

**4** Does not have own library — *Please return this blank survey to the address shown above.*



**Changes from the 1994 form for  
1997 ACADEMIC LIBRARIES SURVEY**

▶ **Cover sheet — Own library question**

The question has been expanded to allow for combined or shared library systems.

▶ **Part E — Library Services, Fiscal Year 1997**

Data requests for document delivery/interlibrary loans provided to other libraries, as well as those received from other libraries or commercial services, have been expanded to request separate reporting for returnables and non-returnables, as well as the total.

▶ **Part G — Electronic Services**

This part was added to identify the availability of electronic services within the library system. The questions require a "yes" or "no" response to the availability of the various services listed.



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**Part A — NUMBER OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1997**

Line No.	Item	Number
01	Branch and independent libraries — <i>Exclude main or central library.</i>	0

**Part B — LIBRARY STAFF, FALL 1997**  
(*Exclude maintenance and custodial staff.*)

**NOTE: Report data to two decimals.**

Line No.	Staff	Number of full-time equivalents
02	Librarians and other professional staff	4
03	All other paid staff (except student assistants)	4.19
04	Contributed services staff	0
05	Student assistants from all funding sources	2
06	<b>Total full-time equivalent staff — (Sum of lines 2 through 5)</b>	10.19



**Part C — LIBRARY OPERATING EXPENDITURES, FISCAL YEAR 1997**

**NOTE: Do not report the same expenditures more than once.**

Line No.	Category	Amount (Whole dollars only)
	<b>Salaries and wages — Exclude employee fringe benefits.</b>	
07	Librarians and other professional staff	\$105,293.00
08	All other paid staff (except student assistants)	87,950.00
09	Student assistants	17,398.00
10	<b>Information resources</b>	
	<b>Books, serial backfiles, and other print materials — Exclude current serials and all microforms.</b>	
11	Current serials — Exclude microforms, audiovisual materials, and machine-readable materials.	62,420.00
12	Microforms — Include current serials.	26,091.00
13	Audiovisual materials — Include current serials.	17,645.00
14	Computer files and search services — Include current serials.	11,852.00
15	Document delivery/interlibrary loan	5,705.00
16	Other	65.00
17	Preservation	0.00
18	Furniture and equipment — Exclude computer equipment.	1,270.00
19	Computer hardware and software — Include maintenance.	18,696.00
20	Bibliographic utilities, networks, and consortia	32,752.00
21	All other operating expenditures	4,402.00
22	<b>Total operating expenditures (Sum of lines 7 through 21)</b>	<b>22,870.00</b>
23	Employee fringe benefits (if paid from the library budget)	\$14,409.00
		\$ 47,377.00



**Part D — LIBRARY COLLECTIONS, FISCAL YEAR 1997**

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Line No.	Category	Total number —	
		Added during fiscal year (1)	Held at end of fiscal year (2)
24	Books, serial backfiles, and government documents that are accessible through the library's catalog — <i>include bound periodicals and newspapers and exclude microforms.</i> Volumes	1,130	95,205
25	Titles	637	93,385
26	Government documents — <i>include government documents that are not reported elsewhere.</i> Units	1,028	60,233
27	Titles	1,028	46,492
28	Current serials — <i>include periodicals, newspapers, and government documents.</i> Total number of paid and unpaid subscriptions	6	415
29	Titles (number of unique titles)	6	415
30	Microforms Units		
31	Titles	182	15,770
32	Manuscripts and archives — Linear feet	0	209
33	Cartographic materials — Units	39	1,110
34	Graphic materials — Units	0	82,180
35	Sound recordings Units	0	4,038
36	Titles	0	3,942
37	Film and video materials Units	142	2,200
38	Titles	118	2,016
39	Computer files Units	159	535
40	Titles	8	340
41	Other library materials — Units	0	2,060



**Part E — LIBRARY SERVICES, FISCAL YEAR 1997**

Line No.	Category	Number
	<b>Circulation transactions</b>	
42	General collection	16,035
43	Reserve collection	5,667
	<b>Document delivery/Interlibrary loans provided to other libraries</b>	
44	Returnable	449
45	Non-returnable	197
46	<b>Total</b>	<b>646</b>
	<b>Document delivery/Interlibrary loans received from other libraries or commercial services</b>	
47	Returnable	331
48	Non-returnable	149
49	<b>Total</b>	<b>480</b>
	<b>Information service to groups</b>	
50	Number of presentations	128
51	Number of persons served in presentations	2,654

**Part F — LIBRARY SERVICES, TYPICAL WEEK, FALL 1997**

Line No.	Category	Number
52	Public service hours in a typical week	70.5
53	Gate count in a typical week	2,253
54	Reference transactions in a typical week	195